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18 OCT 1954

MEMORANDUM FOR: Comptroller
Director of Security
✓Chief, Management Staff

SUBJECT : Use of Standard Form 50 as Notification of
Confidential Funds Personnel Actions

Your concurrence is requested in the attached staff study proposed for approval by the Assistant Director for Personnel. Its approval would result in the adoption of a modified Standard Form 50 (SF-50), Notification of Personnel Action, for the authentication and notification of official personnel actions involving employees paid from confidential funds. Standard Form 52 (SF-52), Request for Personnel Action, would no longer be used for notification purposes in lieu of the SF-50, although the SF-52 would continue to be used for the purpose of requesting official personnel actions.



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Chief, Planning and Analysis Staff
Office of Personnel

Attachment
Staff Study

Document No. Q93

NO CHANGE in Class.

DDCI ASSIGNED

Class: CONFIDENTIAL TO: TS S C

Auth: DDCI RDP 77/1703

Date: 22 Feb 78 By:

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18 OCT 1954

MEMORANDUM FOR: Assistant Director for Personnel
SUBJECT : Notification of Confidential Funds
Personnel Actions

1. PROBLEM:

To provide a more effective and economical method of notifying individuals and components concerned that an official personnel action has been authenticated by the Office of Personnel when the employee concerned is paid from confidential funds.

2. FACTS BEARING ON THE PROBLEM:

- a. In order to insure handling and routing on a "need-to-know" basis, it is necessary that notifications of personnel actions involving employees paid from confidential funds be distinctly different in appearance from those involving employees paid from vouchered funds.
- b. Standard Form 50 (SF-50), Notification of Personnel Action, was designed and promulgated by the U. S. Civil Service Commission (CSC) in 1949 and is the accepted official notification of authenticated personnel actions in general use throughout the Government. In this Agency, the SF-50 is used only when the employee concerned is paid from vouchered funds or when a reassignment involves both a vouchered and a confidential funds position. Standard Form 52 (SF-52), Request for Personnel Action, is used when the employee is paid from confidential funds. *Why?*
- c. Guide to the Preparation and Processing of Standard Form 52, Request for Personnel Action, requires operating components to submit up to six copies of the SF-52 when requesting a personnel action involving an employee paid from vouchered funds. Generally, however, the number required does not exceed three. If the employee concerned is paid from confidential funds, however, the requesting office is asked to submit up to eight copies of the SF-52. The purpose of requiring additional copies of the form in the case of confidential funds actions is to provide the Office of Personnel with copies for use in lieu of the SF-50.

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- d. In addition to those required by the Office of Personnel, many requesting offices prepare several extra copies of the SF-52 for internal use.
- e. The majority of SF-52's submitted by requesting offices require one or more pen-and-ink corrections on each copy.
- f. Copies of personnel actions involving employees paid from confidential funds require a ~~SECRET~~ security classification.

3. DISCUSSION:

- a. It appears questionable whether the preparation of extra copies of the SF-52 by requesting offices for use by the Office of Personnel in lieu of the SF-50 is justifiable or desirable. In addition to the fact that this procedure places a very heavy burden of work on operating offices — particularly in the DD/P — the fact that a majority of SF-52's received in the Office of Personnel require extensive pen-and-ink corrections on each copy, considerably increases the volume of work in the Processing and Records Division of this Office and materially increases the possibility of clerical errors. Often, as many as eight copies must be corrected and occasionally the individual making the corrections is interrupted and accidentally fails to catch every copy. Also, prior to authentication and distribution of the SF-52, all corrections must be carefully checked in the Transactions Section. In some cases, corrections are so extensive or typing so illegible that the SF-52 is re-typed. In addition, the Machine Records and Finance Divisions of the Comptroller's Office are asked to accept, as official, documents which, in many cases, are barely legible and show numerous alterations. The impression is given that any one who wishes to do so can alter this official document at practically any processing stage.
- b. Considerable study has been given to the use of a modified SF-50 for confidential funds actions. It would appear that adoption of the SF-50 for this purpose would obviate the need for the preparation and submission of extra copies of the SF-52 by requesting offices for the Office of Personnel use in lieu of the SF-50, thus eliminating a heavy burden of work in operating offices and in the Office of Personnel. Also, it is likely that clerical errors would be minimized.
- c. A modified version of the SF-50 has been devised which is distinctly different in appearance from the SF-50 currently in use, providing a dependable basis for special handling of either (See accompanying exhibit). Also, in order to minimize outside interest in or disclosure of the Agency's internal procedures, an effort has been made to devise a modification which would not require the prior approval of the CSC or other agency. In this connection, informal discussions with Management Staff and Logistics Office representatives reveal that an SF-50 modified as shown on the accompanying exhibit could be procured through the General Services Administration from the Government Printing Office without prior CSC approval. Prior approval

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is not considered necessary unless the modification involves alteration of the format or the color of paper on which the form is printed.

d. It is important to note that the adoption of a modified SF-50 for confidential funds personnel actions would not increase the total work burden on the Office of Personnel. This is due to the fact that considerably more time and effort is currently expended in making pen-and-ink corrections on up to eight copies of the SF-52 and in checking and verifying these corrections than would be required to prepare and distribute the SF-50.

4. CONCLUSIONS:

- a. Use of the SF-52 in lieu of the SF-50 for personnel actions involving individuals paid from confidential funds requires an unnecessarily large volume of paper work for the Office of Personnel and for requesting offices and materially increases the possibility of clerical error at several processing stages.
- b. Adoption of an appropriately modified version of the SF-50 for the purpose of authentication and notification of confidential funds personnel actions would materially reduce the work required in the preparation and processing of such actions and should minimize clerical errors.

5. RECOMMENDATION:

It is recommended that a seven-part SF-50, modified as indicated in the attached exhibit, be adopted for use in authenticating official personnel actions involving employees paid from confidential funds and that the use of the SF-52 for this purpose be discontinued.

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Chief, Planning and Analysis Staff

CONCURRENCES: * Consideration should be given to deleting the printed statement under Item _____ "Action is subject to all applicable laws...."

*Comptroller

Provided the SF-50 bearing the overprint "C F" has deleted from it the words "Central Intelligence Agency."

Director of Security

Chief, Management Staff

APPROVED:

Assistant Director for Personnel

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WHEN FILLED IN

STANDARD FORM 50
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1 FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIALS, AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE																						
<i>This is to notify you of the following action affecting your employment:</i>																									
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY																							
FROM		TO																							
		8. POSITION TITLE																							
		9. SERVICE, SERIES, GRADE, SALARY																							
		10. ORGANIZATIONAL DESIGNATIONS																							
		11. HEADQUARTERS																							
FIELD	DEPARTMENTAL	12. FIELD OR DEPT'L	FIELD	DEPARTMENTAL																					
13. VETERAN'S PREFERENCE			14. POSITION CLASSIFICATION ACTION																						
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NONE	WWII	OTHER	5-PT.	10-POINT																					
				DISAB.	OTHER																				
NEW	VICE	I. A.	REPL.																						
15. SEX	16. RACE	17. APPROPRIATION FROM: TO:			18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:																		
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.																									
SAMPLE COPY																									
ENTRANCE PERFORMANCE RATING:																									
22. SIGNATURE OR OTHER AUTHENTICATION																									

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★ U. S. GOVERNMENT PRINTING OFFICE: 1954-29999

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5. CHRONOLOGICAL JOURNAL FILE COPY